

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>ORLANDO, FL</b>	5. Duty Station <b>ORLANDO, FL</b>	1. Agency Position No. <b>NL11342</b>
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
					13. Competitive Level Code
					14. Agency Use

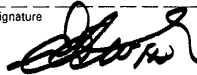
15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<b>ACQUISITION MANAGEMENT SPECIALIST</b>	<b>GS</b>	<b>301</b>	<b>11</b>	<b>BP</b>	<b>3/17/99</b>
e. Recommended by Supervisor or Initiating Office						
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)				

18. Department, Agency, or Establishment <b>DEPARTMENT OF THE ARMY (DA)</b>	c. Third Subdivision <b>DIRECTORATE FOR RESEARCH &amp; ENGINEERING MGMT</b>
a. First Subdivision <b>U.S. ARMY MATERIEL COMMAND (AMC)</b>	d. Fourth Subdivision
b. Second Subdivision <b>SIMULATION, INSTRUMENTATION &amp; TRAINING CMD</b>	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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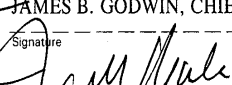
20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>EDWIN A. TRIER DIRECTOR FOR RESEARCH AND ENGINEERING MGMT</b>	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature 	Date <b>3/17/99</b>	Signature	Date
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21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
**US OPM PCS FOR MISCELLANEOUS ADMINISTRATION & PROGRAM SERIES, GS-301 ; US OPM PCS FOR ADMINISTRATIVE ANALYSIS GRADE EVALUATION GUIDE, TS-98, DATED AUG 90.**

Typed Name and Title of Official Taking Action <b>JAMES B. GODWIN, CHIEF OF STAFF</b>		<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature 	Date <b>3/19/99</b>		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
**POSITION IS AT THE FULL PERFORMANCE LEVEL.**

9US: 7777

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295 USAPPC V1.00

### INTRODUCTION

Position is located in the Directorate for Research and Engineering Management (E) of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation; and High Level Architecture (HLA). The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These divisions perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to STRICOM. The duties performed by incumbent will include: insuring acquisition reform principles are applied within the IPT structure; maintaining and disseminating best practices and lessons learned to other team members; providing expertise and guidance in areas of data exchange; and supporting the acquisition and life cycle management of STRICOM systems.

Incumbent must be able to obtain and maintain a SECRET clearance.

### MAJOR DUTIES

1. Process Design and Maintenance: Develops and implements new or improved techniques and procedures for defining and translating mission/program requirements into suitable contract action input, which will ensure timely and successful contracting. Maintains and monitors the process, making adjustments as needed. Serves as an advisor and provides technical guidance and clarification to other team members and contractor in the preparation of statements of work (SOW), specification, contract schedule, and contract data requirements list (CDRL) and takes corrective action when required to comply with acquisition reform principles. Provides technical evaluation of acquisition documentation and information required from contractors. Serves as technical representative during Alpha Contracting sessions to ensure the resulting contract is performance based. Attends progress reviews, and technical interchange meetings with contractors as an IPT member to resolve information exchange issues. Consults with subject matter experts (SMEs) to provide technical guidance relating to on-going projects. Addresses contractor's needs, questions and change proposals regarding acquisition reform principles. Keeps management, product manager, project director, users and other team members informed

of new acquisition policies and guidance. This function requires a broad knowledge of the mission and functions of all command and service components involved in the command acquisition process, as well as a comprehensive knowledge of Army acquisition and Federal contracting policy and procedures. Requires ability to overcome resistance to change and to obtain commitment to new techniques and procedures.

30%

2. Processing Individual Contract Actions/Programs: As a member of a project team, assist engineers and other program personnel in preparation of each section of acquisition packages (Request for Proposal - RFP) and Delivery Orders (DO's). This may include: helping to form or complete Integrated Product Teams; assisting in acquisition planning and developing support documentation; editing Statements of Work and performance specifications; assisting in development and documentation of source selection evaluation plans and proposal evaluation; and assisting in the defense or justification of the acquisition packages to the acquisition authority. Evaluates contractors' proposals for technical content, best value, and performance language to insure that no mandatory management or manufacturing processes is incorporated. As a member of the evaluation team, prepares proposal evaluation reports and defends and justifies strengths or weaknesses which impact acquisition reform to the source selection authority. Reviews, analyzes, and clarifies requirements documents through formal and informal meetings and discussions with SMEs. Participates in the conduct of market surveys and analysis. Coordinates through meetings and discussions with various IPT representatives the STRICOM position with rationale to attain a mutually agreeable acquisition reform and best value approach.

45%

3. Data Management Expert: Serves as technical lead in the process of determining requirements for deliverable data. Serves as SME providing advice and consultation to engineers, project directors, and management on data management areas as required. Approves contract data requirements list (CDRL) insuring compliance with higher level directives and policy.

25%

**Performs other duties as assigned.**

**Factor 1, Knowledge Required by the Position**

**Level 1-7 - 1250 Points**

Knowledge of Federal and DoD contracting policies and procedures

in order to design local procedures consistent therewith and to lead preparation of appropriate contract input.

Knowledge of DOD and Army Acquisition Reform policy and procedures in order to design local procedures consistent therewith and to lead preparation of appropriate contract input.

Knowledge of commercial business and industrial practices and market conditions relevant to mission commodities and services in order to participate in development of successful acquisition strategies.

Knowledge of the mission and functions of all participants in the command mission acquisition process and in management analysis principles in order to design and maintain effective interfaces and procedures.

Skill in written and oral communications sufficient to prepare guidance material and decision support documentation; to advise and train other acquisition personnel in new or revised procedures; and to communicate and defend decisions and positions to other acquisition personnel, higher management and outside surveillance teams. Skill in technical writing sufficient to write and edit Statements of Work.

**Factor 2, Supervisory Controls - Level 2-3 - 275 Points**

Within the framework of priorities and Team responsibilities, the employee, and/or Team leader and supervisor, develop mutually acceptable project or task plans to include project or task objectives and due dates. Employee and/or the Team Leader plan and organize the project or task, estimate costs, arrange for necessary resources, and coordinate with other affected personnel. The employee makes independent decisions on technical matters which are treatable by standard practices and techniques, referring unusual or especially difficult problems together with a recommended course of action to the supervisor or acquisition official for clarification or appropriate guidance. Supervisor reviews completed projects, reports or acquisition documents for effectiveness and compatibility with all affected interfaces. Program and management officials outside employee's reporting chain, whose acquisition program and personnel will be impacted, also critically review these work products

**Factor 3, Guidelines - Level 3-4 - 450 Points**

Guidelines consist of Federal and DoD contracting regulations (e.g., Federal Acquisition Regulations and departmental

supplements); Comptroller General decisions and legal precedents; DoD and Army Acquisition policy, procedures and guidelines (e.g., DoD 5000 series publications; Army 70 (RDA) series publications and extra-regulatory guidance such as that regarding some Acquisition Reform techniques. Primarily because of the dynamic nature of acquisition reform, substantive regulatory/guidance "gaps" and conflicts exist and will continue to exist until all levels of regulations "catch up" with continuing revisions to policy. Incumbent applies the above guidelines in local process design, maintenance and in the processing of contract actions.

**Factor 4, Complexity - Level 4-4 - 225 Points**

Work products must be responsive to mission and program requirements while remaining within the parameters of the guidelines above. Contract actions as a whole are characterized by the following complexities: the imprecise and dynamic requirements typical of a research, development, engineering and materiel production and contractor life cycle support mission; the need to employ a wide variety of procurement methods, such as Broad Agency Announcements, sole source and competitive negotiation, commercial procurement procedures, Economy Act orders with other Government agencies, simplified acquisition procedures, modifications, options and multi-year procurement; the need to employ a wide variety of contract types, including fixed price, cost reimbursement, incentive variations and hybrids thereof (such as time-and materials and labor hour), varieties of indefinite delivery contracts, and orders thereunder. An understanding of the distinguishing characteristics of the above varieties is necessary in order to participate in the planning and preparation on appropriate contract input.

**Factor 5, Scope and Effect - Level 5-4 - 225 Points**

The purpose of the work is to design and maintain a contract input process which will ensure timely and successful mission and program contracting. The missions and programs provide the Army and other services with simulation, training and instrumentation materiel necessary to conduct training and testing missions, as well as performing related missions such as joint warfighter experiments. A parallel purpose is to ensure the command meets higher level contract and acquisition policy objectives while carrying out its missions and programs.

**Factors 6 & 7. Personal Contacts and Purpose of Contacts**  
**Level 3c - 180 points**

Contacts are chiefly with (a) members of the supported command, and, on joint programs, of other military services involved in all functional aspects of the supported command's acquisition process (e.g., scientists, engineers, program and budget analysts, program/product/project managers, contracting personnel, attorneys, logisticians); (b) with higher headquarters staff involved in Acquisition Reform or other acquisition policy matters; and (c) with contractor employees supporting the acquisition process. The interests of all parties are normally clearly defined.

Contacts are to inform, influence, persuade and motivate others in the acquisition process to follow new, unfamiliar and sometimes unpopular procedures or course of action. Contacts with top management officials may be to enlist support for or justify recommended actions. Contacts with higher headquarters staff are to represent and defend the command's position on certain acquisition matters or to portray and promote the command's performance against specific acquisition objectives, such as those associated with Acquisition Reform. Contacts with contractor personnel are to coordinate, provide technical guidance on and monitor support tasks being performed.

**Factor 8, Physical Demands - Level 8-1 - 5 Points**

Work is primarily sedentary and often requires long periods of personal computer operation.

**Factor 9, Work Environment - Level 9-1 - 5 Points**

Work is performed primarily in office areas and conference rooms. Some long distance travel is required,

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# SL 11241001**

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."